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17 March 1965

MEMORANDUM FOR: Director of Training

THROUGH : Executive Officer

SUBJECT : Bi-Weekly Activities Report #5, ISB/TR
4 - 17 March 1965

1. Audio Aids Section

25X1A

a. Movie production continues at [REDACTED] Good progress is being made. [REDACTED] has been in Washington yesterday and today to be with his wife who had an operation performed Monday. He has not called to report her condition.

25X1A

25X1A

b. Referring to last week's report, [REDACTED] has requested GSA to inspect Rooms 1A13 and 1A07 at Headquarters and submit recommendations to correct the public address system problem.

2. Visual Aids Section

Ops School

1. "ID" photographs and prints were completed of "singleton" trainee during this period, taken at safesite.

2. An eight page flip chart composed of illustrations and lettering and mounted with wood strips and screws for use on an ora-visual easel was prepared during this period, illustrating the organization and functions of the DDI.

LTS

1. A map of China was mounted for LTS, eight hook and loop plaques and 5 Vu-graph slides for dependents briefing.

IPF

1. A wood rack was constructed and painted for use in the seventh floor vault to hold vertical map rolls.

25X1A

2. A second wood constructed platform was completed as a projection surface for [REDACTED] use.

INTELL School

1. Miscellaneous signs and headliner titles were prepared for IPF and orientation faculty.

DOCUMENTED
NO CHANGE IN CLASS

IT DECLASSIFIED

CLASS. CHANGED TO: TO

NEXT REVIEW DATE

AUTH: HR 702

DATE: 22-12-81 REVIEWER: 016199

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MSOC

1. 27 Vu-graph slides for Budget Approval procedures lecture were prepared. Three of the above were suggested changes in manner of presenting this material at the request of [REDACTED]

25X1A

Office of Security

1. Six charts were revised to complete a set of 12, from which Vu-graph slides are being prepared by [REDACTED] at the expense of OS.

25X1A

Office of Personnel (CIA)

1. A drawing was completed for a bowling poster on a time available basis at the request of [REDACTED] (OTR).

25X1A

[REDACTED]

25X1A

Chief, Instructional Services Branch

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